



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

FEB 25 2020

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #15 – Open Door Policy

1. References.

- a. Army Regulation (AR) 600-20, Army Command Policy, 6 November 2014.
- b. IMCOM-Readiness, Command Policy #1 – Open Door Policy, 3 March 2017.
- c. Headquarters, JRTC and Fort Polk Command Policy Memorandum SJA-01, Commander's Open Door Policy, 04 May 2016.

2. Purpose. To provide guidance to all civilian and military personnel assigned to or under the command of the US Army Garrison on the Commander's Open Door policy.

3. Applicability. These procedures are applicable to all civilian and military personnel assigned to and under the operational control of the Fort Polk Garrison Commander.

4. Intent. All Soldiers, employees, supervisors, and management officials have the opportunity to voice their concerns to their chain of command. It is important that leaders ensure that they are accessible and listen to their concerns. My door is open to discuss concerns and problems with anyone with the Garrison or Installation chain of command who falls under the administrative control of the Garrison Commander.

5. Procedures.

a. Before using the Open Door Policy, I encourage you to surface the issue with your chain of command utilizing grievance, appeal, and complaint procedures.

b. If your chain of command is unresponsive, or if the matter is too sensitive to discuss with your supervisor or director, you may make an appointment by contacting the Secretary to the Garrison Commander at (337) 531-1606.

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6. Proponent. The Office of the Garrison Commander is the proponent for this policy.
7. This policy remains in effect until superseded or rescinded.

A handwritten signature in cursive script that reads "Ryan K. Roseberry". The signature is written in black ink and is positioned above the printed name.

RYAN K. ROSEBERRY  
COL, MI  
Commanding

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